

## **Town Administrator Report February 9, 2023**

### **Budget Update**

Preliminary budget figures were presented to the Advisory Board last Wednesday to kick-off the budget process. School Committee budget meeting took place last night. Now that we have more refined budget numbers from the schools, our gap has closed but one still exists. Follow-up meetings with the larger departments and/or departments that have requested significant increases are planned for early next week to review budgets for the second time around. The Advisory Board is planning to meet next week, and I'm wondering if we should do a brief joint meeting for a brief budget update.

### **Capital Request Update**

We have received capital requests from Police, Fire, Parks, Highway, and Health. The library is also working on their requests now. I have been in touch with members of the Capital Planning Committee and have shared all the requests we've received to-date. They are planning to meet next Tuesday at 8 AM.

### **Annual Town Report**

Town Report submissions were due Friday, February 3. We have received many; still waiting for some. We'll start soon to compile the Report.

### **IT Follow-up**

We received follow-up materials from our IT vendor outlining recommended upgrades to our software and hardware. In total, the cost is approximately \$12,500, which I've included in your binder. As we move forward, I anticipate coming back to you with a request to fund these improvements.

Pepperell Cable Access spent time at Town Hall last week and was able to provide technical assistance necessary to once again record and post Select Board meetings. We are still working to resolve issues related to broadcasting the meetings on cable. Shout out to Sue, for resolving this issue quickly, in her second week on the job!

### **Pipe Burst – Women's Bathroom**

Town Hall experience minor damage in the Women's bathroom over the weekend caused by a burst water pipe. Police, Fire, and Ron were here on Sunday to repair the pipe and clean-up. I had ServiceMaster come Monday to finish the clean-up and sanitize. They also left two heavy duty fans to dry everything out as quickly as possible.

### **NMCOG Technical Assistance Grant**

The NMCOG Technical Assistance Grant Application is due tomorrow. We will submit an application focused on EV Charging Stations, conducting a solar assessment, and Union Building Rehab/Use process, as discussed.

### **Liquor Licenses**

Ryan Melville, Deputy Executive Director of the Alcoholic Beverages Control Commission, visited Town Hall to review best practices, possible issues, and next steps for the Town which include establishing a fee schedule, establishing hours of operation, and creating a license. The Town has access to 14 All Alcohol On Premise licenses, 2 All Alcohol Off Premise licenses, 5 Wine and Malt On Premise licenses, and 5 Wine and Malt Off Premise licenses. Sue has started surveying and compiling information from nearby communities to better understand their fee structures. As long as you approve, our next steps will be to bring a proposal back to you for your consideration and approval.

### **NMCOG and MVPC awarded Safe Streets for All Grant**

NMCOG will receive a total of \$124,327 to develop Safe Streets Action Plans in each community in their coverage area and a broader regional safety action plan. Their consultant will be assisting with community engagement and language access throughout the two regions. They'll be reaching out to further develop the scope of work and schedule for the individual and region plans.

### **Bond Rating Increase**

Moody's upgraded the Town of Dunstable's bond rating to Aa3 from A1. This is obviously great news and speaks to Dunstable's strong resident incomes and wealth, strong housing market, and very low leverage and fixed costs.

### **Cybersecurity Grant**

We recently applied for a grant through the Executive Office of Technology Services and Security's Municipal Cybersecurity Awareness Grant Program, and we were awarded the grant to participate in their training program from September to December. The program supports local government efforts to improve overall cybersecurity posture through comprehensive online end-user training, evaluation, and threat simulation.

### **Digital Equity Regional Grant**

NMCOG coordinated an initial meeting with participating communities to discuss submitting an application for a Digital Equity Regional Grant with Lowell being the lead community. Other communities in attendance were Lowell, Westford, Chelmsford, Dracut, and Pepperell.

### **Facilities position – regional approach**

The Pepperell Town Administrator reached out last week to ask if we would have any interest in pursuing a shared Facilities Director position.

### **OPEB Actuarial**

I have reached out to KMS Actuaries LLC and, as a result, they have submitted an updated proposal to conduct the OPEB Actuarial approved at the Special Town Meeting.

### **Auditorium HVAC Unit**

Representatives from MIIA have visited Town Hall to assess and evaluate the HVAC system, and damage caused by its condition. Based on their evaluation, they shared a scope of work with the Town this week for the repair of the HVAC unit serving the Auditorium.